

7-8299

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant to DCI

DATE: 12 January 1956

FROM : Director of Training

SUBJECT: Weekly Summary Report  
(28 December 1955 - 3 January 1956)

## INTRODUCTION

This week the Office of Training has the following items to report: (1) increased interest in Basic Supervision; (2) expanded coverage in Clandestine Services Review No. 10; (3) expressions of appreciation to offices of DD/I, DD/P and DD/S; (4) establishment of Foreign Language Dining Room; and (5) special internal Persian language course.

## BASIC SUPERVISION

Reference is made to the CTR weekly summary report dated 30 December 1955 in which the significant increase in interest in management training was discussed. With the addition of an extra presentation of Basic Supervision in January, three presentations of the course are now scheduled end-to-end, commencing 9 January and running through 17 February. The maximum enrollment of  students for each of these courses has already been filled and there is pressure from some offices, notably the Office of Communications, for the accommodation of additional students.  
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## CLANDESTINE SERVICES REVIEW NO. 10

Clandestine Services Review No. 10, which began 9 January 1956, has an advance enrollment of  (five above the maximum of ). During this running the Clandestine Services Review will include coverage for the first time on the Agency's substantive intelligence contribution to national security.  
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*Noted by EA/DCI on picks sheet.*

SUBJECT: Weekly Summary Report

MEMORANDA OF APPRECIATION

During the reporting period, memoranda of appreciation have been sent to the DD/P, DD/I and DD/S acknowledging the contributions which they and members of their offices have made to training programs during the past year. A total of [ ] guest speakers from DD/P, 133 from DD/I, and [ ] from DD/S appeared in various training programs. Several of these speakers appeared on many occasions supplementing the work of our regularly assigned instructors. I am also deeply grateful for the time which the DCI, the DDCI, [ ] [ ] and other members of the Office of the Director have devoted to training programs. Particular reference also must be made of the yeoman service rendered by Mr. Kirkpatrick and the members of his office. Obviously, it would be impossible to maintain the high standards of training in CIA were it not for the outstanding cooperation and support received from guest speakers.

FOREIGN LANGUAGE DINING ROOM

Arrangements have been completed to establish a Foreign Language Dining Room. Intent is to provide a place and opportunity for all Agency employees to converse informally in foreign languages as one more informal way to maintain fluency. Initially, tables for Russian, German, French and Spanish will be set up. Program will begin about 1 February and will take place in a small private dining-room adjoining the cafeteria in R&S Building. If program is successful, other tables will be added, and similar experiments may be attempted in or near other large cafeterias.

PERSIAN LANGUAGE COURSE

To meet a specific single request to provide intensive, full-time instruction in Persian for three persons, the School is planning to initiate an internal course about 1 April. There is no indication of demand for a second course.

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[ ]  
MATTHEW BAIRD

CC: 1 - DD/P  
1 - DD/I

SUPPLEMENT TO  
WEEKLY SUMMARY REPORT

COMMUNIST TRAINING IN THE NEAR EAST

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[redacted], instructors in World Communism, OTR, have departed on three weeks' temporary duty to [redacted] to provide a course of instruction in Communist theory, doctrine and operations for [redacted] government officials including officers of the security service.

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